

**CATALOGING POLICY AND SUPPORT OFFICE**  
**ANNUAL REPORT**  
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## INTRODUCTION

The Cataloging Policy and Support Office provides leadership in the creation and implementation of cataloging policy within the Library of Congress and in the national and international library communities. CPSO supports the effectiveness of the cataloging staff at the Library of Congress by providing guidance, advice on cataloging policy, and maintenance of bibliographic, authority, and classification records. Through cooperative endeavors with agencies and organizations outside the Library of Congress, CPSO develops and supports national and international standards for the structure and content of bibliographic, authority, and classification records.

CPSO represents the Library in various international and national policy bodies and professional organizations, collaborating in the creation of cataloging standards and the maintenance of standards in the field of library practice to which libraries adhere, and reporting to colleagues and sister organizations and institutions on Library of Congress cataloging activities. CPSO represents LC in the following organizations: Joint Steering Committee for Revision of AACR, International Federation of Library Associations, DELOS Workshop in Interoperability and Metadata, European Conference on Digital Libraries, United States Board on Geographic Names and Council of Geographic Names

Authorities, American Library Association's Association for Library Collections & Technical Services and its Media Resources Committee and Subject Access Committee(SAC), four SAC subcommittees (Authority Records for GSAFD Headings, Guidelines on Fiction Cataloging, Metadata and Subject Analysis, Reference Structures in Automated Systems), Program for Cooperative Cataloging, Advisory Committee on LC Law Classification of the American Association of Law Libraries, Music Library Association, Annual Indexing Orientation for Medical Subject Headings, Joint Advisory Committee for ISO Standard 639 (language codes), Pinyin Task Group, and OCLC Faceted Application of Subject Terminology Project.

CPSO staff also serve as official and informal consultants to many organizations, notably this year,

British Library (implementing a new online system, GSAFD,  
and subject headings for individual works of fiction)  
California Digital Library (new statewide library system)  
Dewey Decimal Classification editorial policy conference  
(law materials)

FAST Project Group (controlled subject vocabulary; OCLC)  
FLICC Content Management *Ad Hoc* Working Group (LCSH as a  
metadata scheme)

National Central Library, Florence, Italy (updating the  
Italian National Bibliography subject headings)

National Library of Iran (classification for Islamic

philosophy)

Robbins Library, University of California, Berkeley Law  
School (law classification)

Tsinghua University Law School library, Beijing  
(classification for Western legal material)

Wharton School of the University of Pennsylvania (LCC and  
the promotion of scientific research across  
disciplines)

Within the Library, CPSO staff sit on various directorate- and Library Services-wide committees: Catalogers' Reference Collection Steering Committee (completion of term as chair); the Workflow and Documentation Issues Group; Cataloging Technical Group, Cataloging Technicians Advisory Committee, Coordinating Committee on Collection Inventory Management and its subgroup on serials processing and use, Digital Acquisitions Project, Inventory Control Summit, LC MARC Review Group, "Little Loaders" Interim Database Subgroup, MARC Implementation Group, Multilingual Task Force (automation of language and scripts), Music Cataloging Advisory Group (chair), Music Subject Cataloging Working Group, Non-NDL Digital Collections Group (formerly, German Digital Project), Preserving Digital Content (a "Digital Futures" group), Subject Cataloging Working Group, and the Working Group to Evaluate First Level Searching.

In addition to the provision of *ad hoc* assistance, CPSO also

provides in-house consultants for projects and publications.

This year such projects included:

Armed Forces Radio and Television Service LPs in MBRS

bibliographic control of digitized materials

cataloging documentation for future changes in AACR2,

chapter 12

coding for computer files in MARC LDR/06 (content over

carrier)

collection level records for American Folklife Center

holdings

*CONSER Cataloging Manual* revision

cooperation between LC and netLibrary

digital scanning of baseball guides (brittle books program)

digitizing ILL requests

disposition of materials formerly housed in the Special

Materials Reading Room

final disposition of inventory information archived from the

retired Collections Control File

holdings and item records for remote access electronic

resources

Hungarian personal names containing abbreviations

implementation of 13 new characters in the MARC 21 character

set

Law Library Public Affairs Committee (planning an exhibit)

LC cataloging policy for materials with publication dates

"2001" or "c2001"

LC policies and practices for cataloging "integrating  
resources"

LCRI for laws whose jurisdictions have changed but the laws  
remain the same

list of converted pinyin subject headings that need special  
attention in file maintenance

"multiple versions" of the same work

physical consolidation of arrearage materials

reclassification of Canon law materials in the Law Library

replacement of PREMARC bibliographic records for sound  
recordings

retention of materials disbound to make preservation copies

searching serial items needing check-in

shelflisting issues resulting from conversion to pinyin

subject headings for gazetteers and related materials

CPSO is the principal LC unit handling error reports and  
answering questions from within and outside the Library about  
Library of Congress policies and practices related to descriptive  
and subject cataloging, LC classification, and MARC content  
designation. The acting/assistant chief, team leaders, and  
policy specialists are the respondents. Statistics for these  
activities are found in Appendix II.

## THIS YEAR'S HIGHLIGHTS

**Library of Congress Classification.** The ten-year project to convert the LC Classification schedules to the MARC 21 Classification format and review the converted data for accuracy has now been completed. It involved the entire staff of the Classification Editorial Team, as well as most of the subject policy specialists. Online conversion resulted in publication of new editions of all of the printed schedules. The last few of these schedules will be available from CDS within the next few months. In conjunction with the conversion project, a revision of the *LC Classification Outline* was also published, and is available online on the CPSO public Web page.

**Program for Cooperative Cataloging.** CPSO's most visible presence in the PCC is as instructors for courses and workshops, some of which have been developed and taught solely by CPSO staff. Instruction included the three-day NACO series institutes, basic and specialized SACO workshops (offered in conjunction with ALA Midwinter and Annual conferences and other professional meetings as well as other groups upon request), and BIBCO's Training the Trainer. CPSO staff also participate in the governance of the PCC by serving on the PCC Standing Committee on Standards and the BIBCO Standing Committee on Standards, and attending meetings of

the BIBCO Operations Committee and the CONSER Operations Committee. CPSO specialists gave a briefing on CPSO's CONSER responsibilities and were involved in the consideration of options for CDS distribution of LC and PCC records for "integrating resources" and in the investigation of options of cataloging "integrating resources."

**LC ILS.** CPSO staff have participated prominently in activities surrounding the LC ILS from the inception. Until August 6, 2001, when she resumed her position as CPSO chief, Barbara Tillett, was director of the ILS Implementation Program. CPSO staff were involved with the following ILS projects and committees:

- activating hotlinks from 856 holdings record fields in the  
OPAC
- ad hoc group on serials processing
- developing check-in procedures for serials in monographic  
series classified as collections
- creation and deletion of holdings and item records
- "Data Cops" subteam investigating MARC record validation
- data cleanup
- Data Dictionaries subteam
- data migration
- Data Policy Group
- data transfer from the sheet shelflist to main card  
shelflist



end-stage processing of materials  
ILS Reference Collection Team  
inventory projects  
processing problem "returns from BCCD" books  
review of certain training materials not written in CPSO  
treatment of "bound with" materials  
use of serials check-in function for LC's Web Preservation  
Project  
*ad hoc* group on serials processing  
CPSO staff also gave the following ILS-related training,  
presentations, and user support:  
Cataloging Preprocessor  
demonstrations of the system  
distinguishing in the OPAC between bibliographic records  
representing Day 1 migration from those that represent  
actual holdings  
ILS Help Desk (participant)  
ILS Skillbuilder workshops  
importing records in the cataloging module  
Shelflist Compare: Added Volumes  
shelflist conversion  
Shelflisting Volumes in Multipart Items/Monographic Series

## **DESCRIPTIVE CATALOGING**

**Joint Steering Committee for Revision of AACR (JSC)**. The Library's official representative to JSC is the chief of CPSO. CPSO specialists assist in the preparation for JSC meetings by maintaining the file of official documents supporting agenda items, soliciting opinions from cataloging staff that provide the background for the development of LC's official response to specific documents and positions, and, in the specialists' meetings, regularly discussing issues before JSC. JSC meetings recently began to occur more frequently, so that the amount of time CPSO staff spent on JSC issues increased in comparison to recent years. Some of the specific JSC activities undertaken in CPSO over the past year include:

abbreviations in series numbering

AACR2's coverage of multipart items (discussion paper)

comparison of the current AACR2 with *The Concise AACR2, 1998 Revision*

Continuing Resources (chapter 12; clean copy)

GMD review

inclusion of principles for authority records in AACR  
(discussion paper)

preparation for JSC meetings, recording minutes of them, and  
providing a summary of the meetings

preparation of a list of definite and indefinite articles  
(will be incorporated also into MARC 21)

principles of AACR2 (preparation of version for public

review)  
reorganization of Part I (discussion paper)  
review of drafts of "Amendments 2001"

**IFLA.** The participation of CPSO's chief in descriptive cataloging activities within the International Federation of Library Associations and Institutions (IFLA) is influential and visible. Following are the IFLA units in which these activities took place, including brief indications of their nature:

Division IV

Coordinators Board

Open Forum

Standing Committee, Section on Cataloguing (chair)

Programme

8 [all] Working Groups, in particular

Form and Structure of Corporate Headings

Guidelines for Authority and Reference Entries

Workshop on Metadata

Universal Bibliographic Control and International MARC

Core Programme

Working Group on Functional Requirements and Numbering

of Authority Records (conceptual framework;

prototype of a virtual international authority

file)

CPSO participates in the creation and review of the various International Standard Bibliographic Description documents published by IFLA. This year that responsibility include preparation of LC's comments on the revision of ISBDs for monographs (ISBD(M)) and for continuing resources (ISBD(CR)) and service as a corresponding member of the ISBD(S) Review Group.

### **SUBJECT CATALOGING**

**Subject headings.** On Subject Heading Weekly List 00-47 for November 29, 2000, approximately 600 subject headings that included the terms Afro-Americans and Afro-American... were changed to African Americans and African American.... Effective December 1<sup>st</sup>, LC catalogers began assigning only the new forms African Americans and African American... as subject headings in current bibliographic records. CPSO began projects to update bibliographic records with the old forms. Meanwhile, subject headings in individual bibliographic records are being changed on a case-by-case basis as the records are updated for other reasons.

On February 1, 2001, the location of geographic subdivisions in art subject headings was changed to conform to the standard order used for most other topics with geographic subdivisions preceding chronological subdivisions. Headings such as Drawing--20th century--France will be reformulated as Drawing, French--20th century. A new instruction sheet was added to the 2001 Update

No. 1 to the Subject Cataloging Manual: Subject Headings to provide for free-floating subdivisions under art headings, and the instruction sheet on "Art and Fine Art" (H1250) was revised.

Instructions on assigning subject headings to provide increased access to individual works of fiction were updated in the most recent revision of instruction sheet H 1790 in the Subject Cataloging Manual: Subject Headings. LC is applying these special provisions as internal resources permit. As of January 2001, these provisions are being applied to cataloging for current acquisitions of American novels and novels of other English-language literature.

More than 2,100 subject subdivision authority records have been created and distributed to control the approximately 3,100 free-floating subdivisions in LCSH. The project to recode instances of form subdivisions in existing subject authority records from subfield code \$x to \$v is also about two-thirds complete.

**Subject Heading Editorial Team (SHED).** The Subject Headings Editorial Team processed a total of 7,000 new subject headings, 12,530 changed subject headings, and 171 cancelled subject headings on weekly lists during fiscal 2001. In addition over 4,000 authority records were corrected off-list. The size of the database is now 263,089 authorized headings.

The project to add field 781 to subject authority records tagged 151 continued through this year through the letters Ph resulting in over 31,000 records enhanced with field 781.

In August Shed began a new procedure to distribute more quickly new subject authority records that were approved at the Wednesday weekly editorial meeting. New proposals that are approved without change at the editorial meeting are now distributed on the following Tuesday to MDS subscribers instead of being distributed at the same time as the proposals that needed changes. This procedure distributes new approved headings to our constituents at least 2 weeks sooner. Another benefit of the procedure is that the approved heading appears in the LC local file the very next day.

David Bowman, one of the Assistant Editors, took advantage of the "early out" offer and resigned in April.

**[text to come]**

**Classification.** Changes were made to the LCC Outline posted to the CPSO Web site at <http://lcweb.loc.gov/catdir/cpso/lcco/lcco.html>. The outline is now in PDF with improved graphics and is more attractive and easier to print out.

## **TEACHING AND PRESENTATIONS**

Outreach represents a critical feature of CPSO's mandate. Staff participate in instruction given not only inside LC, but to professionals from throughout the United States and well beyond. Various outreach activities are mentioned elsewhere in this report under headings for specific categories of CPSO's varied operations. Below are additional presentations and recipients of instruction provided by CPSO staff that do not fall under any of those other rubrics.

### **Customized Courses, Workshops, and Other Instruction Given by CPSO staff:**

Catalogers at Casalini Libri, Fiesole, Italy (LCSH and LCC;  
initial training and follow-up)

Catholic University (Organization of Information panel)

FLICC 2001 Institute for Federal Library Technicians

("Subject Cataloging: Subject Headings and  
Classification")

Making New and Changed Subject Proposals

Orientation to Electronic Resources for Subject Catalogers

Subject Cataloging Tools on Catalogers

Desktop/Classification Plus (team taught)

University of California, Berkeley law librarians (LCC  
classes KBR and KBU; classification on the Web)

**TPAIO Courses Given by CPSO staff:**

LC Classification (full and condensed versions)  
LCC in Minaret  
Making New and Changed Subject Proposals  
Subject Cataloging Special Features Workshops (10 courses)  
Subject Headings

**Papers, Panels, Reports, etc. Presented at LC:**

*ad hoc* briefings and training as requested  
Bicentennial Conference on Bibliographic Control for  
the New Millennium (presenter: "Authority Control  
on the Web," by Barbara Tillett; discussion group  
members; recorders)  
CPSO Information Forums (Andrew McEwan, British  
Library; Barbara Tillett, CPSO)  
"Experience LC" program during ALA Midwinter (hosted 3  
U.S. librarians)  
post-ALA briefings for LC staff (participant)  
post-JSC briefings  
selection and grouping of materials for the American  
Memory Project (for visitors from Catholic  
University)

**Papers, Panels, Reports, etc. Presented Elsewhere:**

ALA Authority Control Interest Group (report from LC)  
American Association of Law Libraries (report on



Bicentennial Conference on Bibliographic Control  
... and LC Action Plan)  
The Catholic University of American Library School  
(classes)  
China Society of Library Science delegation to IFLA  
(panel presentation about CPSO)  
Classification-Web tutorial  
FLICC Content Management Ad Hoc Working Group  
LC exhibit booth tutorials at ALA  
"Music Subject Cataloging and Form/Genre Implementation  
at the Library of Congress," (Music Library  
Association, New York City)  
"Subject Access to the Web: Issues and Possibilities,"  
(American Association of Law Libraries,  
Minneapolis, Minn.)  
"Subject Retrieval in a Networked Environment," IFLA  
satellite meeting  
University of Pittsburgh School of Information Science  
(online participation in a class)

## **Publications**

El-Hoshy, Lynn. "Relationships in Library of Congress  
Subject Headings," in *Relationships in the Organization  
of Knowledge*, ed. by Carol A. Bean and Rebecca Green  
(Dordrecht; Boston: Kluwer, 2001)

Goldberg, Jolande. "Religious Law in a Secular Setting: New Classification Approaches for Jewish, Canon and Islamic Law," *International Journal of Legal Information*, 29:2 (summer 2001), 465-487.

Tillett, Barbara. "Bibliographic Relationships," in *Relationships in the Organization of Knowledge* (op. cit.)

### **CATALOG MAINTENANCE**

**PREMARC/Quality Control & File Management Team.** The team performed many ongoing activities. The "PreMARC" or "retrospective" work of the team progressed through the alphabet in connection with the Serial Record Division Duplicate Entries Project. As of the end of September 2001, the team was working on the letter "N." To date, the team has performed its "merge" procedures involving PreMARC/SERLOC duplicates or serial/SERLOC duplicates on approximately 36,000 sets of records. Production rose sharply from the early stages of the latter project, so that in the second 6 months of this fiscal year production equaled the entire first year's output.

The team's quality control and file management responsibilities encompass handling of incoming error reports from internal and external sources, name authority conflicts, subject heading and descriptive cataloging changes on bibliographic records. The

team's single verifier processed approximately 14,500 corrections and 535 special project corrections. The team leader processes the many call number conflicts (usually typos), LCCN's found not to have online records, and general error submissions from various sources.

Beyond the Subject Headings Editorial and PREMARC/QCFM Teams, substantial maintenance of authority and bibliographic records is performed by other CPSO staff members in the course of their regular work. Policy specialists in particular corrected thousands of records, including name and series authority records and bibliographic records, and submitted hundreds of proposals for changes to subject authority records. Much of this work was prompted by queries received via the CPSO email account, by cataloging policy changes, by actions of the Foreign Names Committee of the United States Board on Geographic Names, and by OCLC error reports. Some of the larger projects included:

- correction from field tag 130 to 110 in several thousand  
PREMARC records
- deletion of several thousand erroneously created holdings  
and item records
- initial cataloging and updated cataloging of 230 rare law  
books represented by PREMARC records
- updating missing or incorrect indicators in approximately  
30,000 holdings records

## VISITORS

Visitors come to CPSO for introductions to the office, to meet with staff members in collaborative projects, and for orientation or instruction. Visitors this year came from the following institutions and agencies:

British Library

Brown University

California Digital Library

The Catholic University of America

National Central Library, Florence, Italy

Connecticut State Library

FAOINFO Dissemination Management Branch, Food and

Agricultural Organization of the United Nations

Jordan University of Science and Technology Library

National Library of China

National Library of Iran

National Library of South Africa, Pretoria

OCLC

Office of the Deputy Librarian of Congress

State Library of Queensland

Tsinghua University Law School, Beijing

United States Census Bureau

United States Mission to the United Nations

University of Pittsburgh

University of the Western Cape, South Africa

Wharton School of the University of Pennsylvania

### **STAFF HONORS**

Barbara Tillett - Arthur S. Flemming Award for "outstanding leadership and extraordinary commitment to the acquisition and installation of an Integrated Library System" at LC

### **PERSONNEL**

#### **Changes**

Barbara Tillett, returned to Chief, CPSO, from Director, ILS Program Office

Thompson A. Yee, returned to Assistant Chief from Acting Chief

#### **Length of Service Awards**

Gloria Hendrix

Daniel Hines

#### **Contracts**

Regene Ross (problem resolution of shelflisting and physical inventory monographs).

Patricia Smith (shelflisting and problem resolution of monographic titles for the SSCD Law Team).

#### **Details**

Darlene Foster, to acting secretary to the Director for  
Cataloging

Aaron Kuperman, SSCD, to assist in development of the Jewish  
law classification

### **Volunteer**

For several years CPSO has had a regular part-time volunteer to upgrade CIP records after receipt by LC of the published books. 1,369 records for published CIPs were upgraded. In addition, the volunteer updates hundreds of bibliographic records in response to discrepancy reports.

### **Retirements**

David Bowman, SHED

Lawrence Buzard, CLED team leader and editor, LCC

Tatyana Stites, PreMARC/QCFM

### **Temporary appointment**

Erica Thomas, summer employee (collections improvement, ILS cleanup, shelflist compare, and messenger duties)

**APPENDIX I**  
**PUBLICATIONS**

**Print**

Cataloging Service Bulletin, no. 89-92 (quarterly)

Bibliographic Workflow Training Document (BWTD) Revisions

BWTD #8 - 906 field (local processing)

BWTD #10 - 955 field (tracking) - working draft

BWTD #15 and #21-G - CIP workflow

Descriptive Cataloging Manual

C3 Library of Congress Control Number (LCCN)-Restructuring  
to Accommodate Century Change

Z1 Revision (July 23, 2001)

Free-Floating Subdivisions: An Alphabetical List. 13<sup>th</sup> ed.

Library of Congress Classification

BL-BQ Religion (General), Hinduism, Judaism, Islam, Buddhism

D-DR History (General) and History of Europe

E-F History

G Geography

KBR History of Canon Law

KBU Law of the Roman Catholic Church. The Holy See

KL-KWX Law of Asian and Eurasia, Africa, Pacific Area and  
Antartica

PL-PM Languages of Eastern Asia, Africa, Oceania; Hyperborean,  
Indian, and Artificial Languages

Z Bibliography

Additions and Changes, Lists 280 - 283 (quarterly)

Library of Congress Rule Interpretations

Update, 2000, no. 2,

Update, 2001, no. 1,

Subject Cataloging Manual: Subject Headings

2001 Update, no. 1

2001 Update, no. 2

### **Born Digital**

ClassWeb Tutorial  
LC Cataloging Newsline (editor)  
    v. 8, no. 9-11; v. 9, no. 1-10  
LC Classification Outline

### **CPSO Public Web Site**

The documents listed below were written by CPSO staff. Documents issued by other LC units that CPSO staff did not write but only posted for the public's convenience are not included.

Index of updates to: Archival Moving Image Materials: a  
    Cataloging Manual  
Cataloging Policy and Support Office Annual Report, Fiscal  
    Year 2000  
Clarification Regarding Spacing after an Open Date in Personal  
    Names Used as Subject Headings  
Exploring a New Mode of Cataloging  
LC Usage of New Marc 21 Characters Plus LC Processing  
    Implications  
LCCN Restructuring to Four-Digit Year  
Library of Congress Classification Outline  
Library of Congress Implementation of Amendments 2001 to AACR2  
Library of Congress Classification, Subclass KBM (Jewish law)  
Proposed Changes to LCRIs Stemming from the PCC Standing  
    Committee on Standards (SCS) Cross Reference Task Group  
Subject Heading Changes in Fine Arts and Architecture



## APPENDIX II

### POLICY TEAM STATISTICS

Arrearage reduction		
Enc lvl 7 authority work (subject; classification)		
for ASCD (1 month)		26
Replacement volumes		77
Bibliographic records updated to conform to rule changing		
the form of term with series numbering (1 month)		
SARs forwarded by PCC libraries:		7
Bibliographic records updated:		222
SARs forwarded by LC catalogers:		7
Bibliographic records updated:		107
CIPs verified:		1,129
Correspondence		9,921
Internal:	2,869	
External:	6,352	
Email account messages		7,181
Weekly average for the fiscal year:	138	
End-stage processing for "pipeline" serials		124
Error reports		
Internal:	7,633	
External:	2,920	
Phone queries		1,190
Internal:	1,059	
External:	131	
Visitors		668
Internal:	647	
External:	21	

### **APPENDIX III**

#### **TRAINING RECEIVED BY CPSO STAFF**

Change Management  
Identification and Development of Competencies in the Digital  
Environment of Libraries (Library Services)  
Microsoft Word 2000 Introduction (USDA Graduate School)  
NDL briefings  
Orientation to Electronic Resources for Subject Catalogers  
(CPSO)  
PowerPoint  
Retirement Planning Seminar  
Serial Holdings Workshop (TPAIO)  
Shelflisting (series) (CPSO)

#### **Demonstrations**

DDC on the Web  
MAVIS (for sound recordings inventory in MBRS)  
SONIC (sound recordings database on the Web, MBRS)